

# Quotation Request //

## US Government Printing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:350-589 R-1**

### Quotations are Due By:

(Eastern Time) 10:00 AM on 10/31/2008

Submit Fax Quotes to: 00000000

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

**TITLE:** Five Reports to Congress

**QUANTITY:** 600 Collated Sets as described below: (Electrostatic Photographic Color Copying Required)

541 of the collated sets contain the following:

Item A -- A 2-Page Cover Letter with one wire stitch in the upper left corner. Note: (Cover letter consists of two sheets with the first sheet to be furnished by the Government and the second sheet (600 sheets) provided by the contractor; both sheets to be printed by the contractor);

Item B -- A 20-page 4 x 9" self covered saddle-stitched publication (to be furnished by the Government);

Item C -- A 56-page self covered publication with one wire stitch in the upper left corner;

Item D -- A 84-page self covered publication with one wire stitch in the upper left corner;

Item E -- A 62-page self covered publication with one wire stitch in the upper left corner;

Item F -- A 62-page self covered publication with one wire stitch in the upper left corner;

Item G -- A 50-page self covered publication with one wire stitch in the upper left corner.

The remaining 59 collated sets consist of all of the above with the exception of the 2-Page Cover Letter (Item A).

\*\*\*\*\*SUBMIT FAX QUOTE TO 202-512-1612\*\*\*\*\*

### TRIM SIZE: .

Item A and Items C thru G -- 8-1/2 x 11", bind on 11" dimension with one wire stitch in upper left corner.

Item B -- 4 x 9", bound on 9" dimension (to be furnished by the Government)

### SCHEDULE:

Furnished Material will be available for pickup by 10/31/2008

Deliver complete (to arrive at destination) by 11/07/2008

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

### DESCRIPTION:

All the requirements of these specifications apply equally to all Items unless otherwise indicated.

**PRINTING:** All items to be produced by the contractor **MUST** be done via Electrostatic Photographic Color Copying.

**Item A (2-Page Cover Letter):** Each of the two leaves print face only with type and line matter in Black ink by the contractor (second leaf prints same for all copies and also contains a website address to be printed in Blue ink). **NOTE:** The first sheet of the cover letter is to be furnished by the Government and contains a pre-printed Metallic Gold United States "Eagle" seal in the top left corner and Blue type matter (3 typelines at top of page and 2 typelines at bottom of page); the contractor must print/merge the remainder of the information for both the first and second sheets from the 541 individual files on the furnished disk. The stock for the second sheet of the cover letter is to be provided by the contractor and must match the first sheet (see "Paper" herein). Product must be delivered with the pre-printed information on the first sheet in color as provided. The balance of 59 blank sheets of stock (provided by the contractor) must be delivered with the finished order.

**Item B (A Voter's Guide to Federal Elections):** To be furnished by the Government.

**Item C (UOCAVA Voters):** Prints self cover head to head with type, line, and illustration matter in builds of the four process inks and consists of 56 total pages (includes 10 blanks); no bleeds.

**Item D (Voting From Abroad):** Prints self cover head to head with type, line, and illustration matter in builds of the four process inks and consists of 84 total pages (includes 1 blank); no bleeds.

**Item E (Voter Hotline Study):** Prints self cover head to head with type, line, and illustration matter in builds of the four process inks and consists of 62 total pages (includes 1 blank); no bleeds.

**Item F (Alternate Voting Methods):** Prints self cover head to head with type, line, and illustration matter in builds of the four process inks and consists of 62 total pages (includes 2 blanks); no bleeds.

**Item G (Case Studies on the Impact, etc.):** Prints self cover head to head with type, line, and illustration matter in builds of the four process inks and consists of 50 total pages (includes 1 blank); no bleeds.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. .

Two CD-R's containing PDF files for the five pamphlets (Items C thru G) and containing the Word Files for the 541 different versions of the 2-page cover letters to be produced by the contractor. A complete set of black and white composite laser visuals of each pamphlet and some sample copies of the 2-page cover letters.

**NOTE:** While the 541 collated sets deliver bulk to one address, the finished collated sets **MUST** be internally packed/labeled for subsequent delivery by GPO personnel to specific building addresses. There are seven categories of building addresses (see below) which must **NOT** be mixed; however, the 541 versions of the 2-page cover letter are not provided on the furnished disk by building address category **AND** these specifications do not indicate how many copies of the 2-page cover letter (thus how many collated sets) belong to each building address; there are 100 sets for the Senate; 440 sets for the House of Representatives; and 1 set for the White House.

President of the United States (White House)  
Senators - Russell Senate Office Bldg.  
Senators - Dirksen Senate Office Bldg.  
Senators - Hart Senate Office Bldg.  
House of Representatives - Longworth House Office Bldg.  
House of Representatives - Rayburn House Office Bldg.  
House of Representatives - Cannon House Office Bldg.

An adequate supply (3 packs of 500 sheets) of partially pre-printed 8-1/2 x 11" sheets of Capitol Bond 24# Cream White 25% Cotton.

600 copies of "A Voter's Guide to Federal Elections". This is a 20-page self covered 4 x 9" saddle-stitched publication printed on 80# White Dull Coated Offset Book stock (equal to JCP A260). The 600 copies are shrink film wrapped in units of 50 copies.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
Item A (2-Page Cover Letter): 24# Cream White 25% Cotton, equal to Capitol Bond. NOTE: An adequate supply of stock is being furnished by the Government for the first sheet only of the cover letter (which contains some partially pre-printed information); Contractor must furnish 600 sheets of stock for the second sheet. Stock furnished by the contractor must match the stock furnished by the Government.

Item B (A Voter's Guide to Federal Elections): To be furnished by the Government (see "Material Furnished").

Items C thru G (contractor produced brochures): JCP Code\* O61, White High Quality Copier, Laser, Xerographic, Basis Size 17 X 22", 24 to 28 lbs per 500 sheets.

**COLOR OF INK:**

See under "Description" herein -- Must be Electrostatic Photographic Color Copying

**PRINT PAGE:** See Above

**MARGINS:**

Possible bleeds; follow furnished electronic media. Note: No need to "alter" electronic file output.

**PROOFS:**

None required.

**BINDING:**

Item A and Items C thru G: Wire stitch each item in upper left corner and trim four sides.

**PACKING:**

For 541 collated sets: Gather one copy each of Items C thru G (the five pamphlets produced by the contractor) along with one copy of Item B (the Government furnished 4 x 9" pamphlet) placed on top of them and one copy of one of the 2-Page Cover letters (output from furnished mail merge file) placed on top of all the pamphlets and shrink film wrap as a set with chipboard backing. Internally pack the shrink film wrapped sets in shipping containers by specific building address; then overpack in bulk shipping containers for bulk delivery to one address.

NOTE: While the 541 collated sets deliver bulk to one address, the finished collated sets MUST be internally packed/labeled for subsequent delivery by GPO personnel to specific building addresses. There are seven categories of building addresses (see below) which must NOT be mixed; however, the 541 versions of the 2-page cover letter are not provided on the furnished disk by building category AND these specifications do not indicate how many copies of the 2-page cover letter (thus how many collated sets) belong to each building address.

President of the United States (White House)  
Senators - Russell Senate Office Bldg.  
Senators - Dirksen Senate Office Bldg.  
Senators - Hart Senate Office Bldg.  
House of Representatives - Longworth House Office Bldg.  
House of Representatives - Rayburn House Office Bldg.  
House of Representatives - Cannon House Office Bldg.

\*\*\*\*\*The 541 collated sets for the above must clearly be marked for their specific building\*\*\*\*\*

For the balance of 59 collated sets: Gather one copy each of Items C thru G (the five pamphlets produced by the contractor) with a copy of Item B (the Government furnished 4 x 9" pamphlet) on top and shrink film wrap as a set with chipboard backing. Pack in shipping containers.

Note: Contractor to separately pack in a shipping container all remaining copies of the furnished pre-printed cover letter stock along with the remaining 59 blank sheets of contractor provided stock for page 2 of the cover letter.

#### **DISTRIBUTION:**

Deliver the 541 collated sets (those internally designated for the Senate, House of Representatives, and the White House) to: U.S. Government Printing Office, 44 H Street, N.W. Loading Dock, Washington, DC 20401. Mark For: Messenger Section, Attn: William Chase (202) 512-0207/Otis Ruff (202) 512-0221 For Re-Delivery to White House and Capitol Hill Addresses. NOTE: Contractor MUST notify Mr. Chase or Mr. Ruff at least 24 hours prior to delivery regarding the number of bulk shipping containers delivering to this address.

Deliver the remaining 59 collated sets (containing the five contractor produced pamphlets only along with the Government furnished 4 x 9" pamphlet) plus all remaining copies of the furnished pre-printed cover letter stock along with the remaining 59 blank sheets of contractor provided stock for page 2 of the cover letter and all furnished materials to: U.S. Election Assistance Commission, 1225 New York Avenue, N.W., Ste. 1100, Attn: Matthew Weil, Tel. No. 202-566-3992, Washington, DC 20005.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

-----ATTRIBUTE-----	SPECIFIED STANDARD-----
P-7. Type Quality and Uniformity-----	Match Furnished Files-----

"DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."